



CHEL TENHAM
BOROUGH COUNCIL

Planning Performance Agreements

[cheltenham.gov.uk](https://www.cheltenham.gov.uk)



What is a Planning Performance Agreement?

A Planning Performance Agreement or PPA is an agreement between Cheltenham Borough Council (acting in our capacity as local planning authority) and the prospective applicant/developer about the process that will be followed in respect of a planning application or pre-application query. A PPA enables a bespoke programme to be agreed between the parties and delivered by the council. This commonly includes commitments to key milestones, the submission of documentation, the frequency and scope of meetings and ultimately a final determination and/or committee date. It may also include funding arrangements for any third-party input or involvement where applicable. A PPA secures a prioritised process, not an outcome.



What are the advantages of a Planning Performance Agreement?

A PPA offers a number of key benefits to a prospective applicant, these include but are not limited to:



Confidence in timescales: A key element of a PPA is a bespoke timescale for your applications' key milestones and final determination. The council will be committed to adhering to the agreed programme, subject of course to any commitments made by the other party.



Increased opportunity to resolve issues: We offer the opportunity to resolve any planning issues that arise with your proposal in respect of all applications (irrespective of whether there is a PPA in place), however, there is limited number of opportunities ultimately available. With a PPA in place, a programme for multiple submissions can be agreed together with any associated re-consultation periods. This is particularly useful for complex pre-application submission.



Open-door approach: As a customer of our PPA service you will have easy and direct access to the council's planning team with a named contact in each council department involved in or consulted in respect of your proposal. You will have easy and direct access to the planning case officer who will adopt a proactive project management approach (see below).



Proactive engagement: Closely aligned with our open-door approach outlined above, is a commitment to proactively and positively engage with you as the applicant. This includes regular communication, application updates and the timely sharing of information for comment, such as draft planning conditions for example. The nature and frequency of our engagement can be formally written into the PPA as well as a commitment to informally engage as and when required.



High prioritisation: Your application will be prioritised over those applications or pre-application queries that are not accompanied by a PPA. In practice this means that your application will be given the highest of priority in terms of officer resourcing including the scheduling of meetings, officer availability and the dedication of time to dealing with any issues that arise as well as report writing and any management involvement. This is a significant benefit in a busy and stretched local planning department.



Value for money: All of the above is included for a competitive fee ([see pricing structure on page 4](#)), offering outstanding value for money. You'll benefit from greater confidence, peace of mind and proactive support throughout the process. Ultimately our PPA service will significantly de-risk your project and reduce the likelihood of an unsuccessful outcome.

How will my Planning Performance Agreement be funded?

Your planning application fee (or pre-app fee), despite recent nationally imposed increases, is not sufficient to cover the additional costs incurred by the council in providing our PPA service. An additional fee is therefore required to ensure that the service described above can be properly resourced.

The requisite PPA fee, set out below, is based upon the scale and therefore assumed complexity of your application or pre-application.

A fixed PPA fee is applicable to small and minor scale developments. Medium to large scale developments, however, can vary hugely in terms of their complexity and officer demand and therefore an initial 'inception fee' is payable at the outset followed by an hourly officer rate thereafter. This officer hourly rate is applicable to all officers involved in the application process including administration/validation support as well as the case officer themselves, management support and internal consultee input.

Planning Performance Agreement Fees

PPA category	Additional PPA Fee
Large Scale Major (100+ homes)	£8000 inception fee + hourly rate
Medium Scale Major (50-99 homes)	£6000 inception fee + hourly rate
Small Scale Major (10-49 homes)	£6000 Total
Minor Scale (5-9 homes)	£3000 Total
Minor Scale (1-4 homes)	£2000 Total
Works to Listed Buildings	£350 Total

Please bear in mind that the PPA fee above is payable in addition to the statutory application fee mandated by the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) and in the case of pre-app PPAs, in addition to the pre-app fee.

The cost of any external consultants is expected to be met in full by the applicant. However, such consultants will not be instructed by CBC until such time that you have first agreed to their instruction and approved the quote in writing.

In respect of medium and large-scale Planning Performance Agreements, the following hourly rates are applicable (in addition to the stated inception fee):

Officer	Total Hourly Rate
Management / Head of Service	£112
Principal Planning Officer (or same grade)	£96
Senior Planning Officer / Consultee (or same grade)	£86
Business Support (or same grade)	£73

The PPA fee is payable upfront at, or soon after, the validation of your application / pre-app submission. Where an additional hourly rate is applicable, the payment arrangements for this, which could include monthly cost ceilings for example, will be detailed within the PPA itself but unless otherwise agreed, we will invoice you on a monthly basis as applicable.

A PPA sounds like a good idea, what should I do next?

Please come and speak to us. We will check that a PPA is the right option for you and if so, discuss and agree the detail. In the first instance please contact the Head of Planning or the Development Management Manager via the email address below. If you are already dealing with one of our planning or conservation officers, then please raise the matter with them and they will take it forward.

planning@cheltenham.gov.uk

The detail of each PPA will vary from case to case as we will aim to tailor it to meet your aspirations and requirements, as closely as is possible. We will discuss the content with you and share a draft with you for comment as soon as possible. The template PPA will be provided by us as a starting point for discussion.

The PPA will need to be finalised and signed prior to the submission of the planning application (or pre-application submission).

For transparency purposes, the final, signed PPA will be published, unredacted (except personal data, signatures etc) on our website where it relates to a live application. If it does not relate to a live application but relates to a confidential pre-application submission, it will not be published on our website. Please bear in mind that it may be released if subject to a successful request under the Freedom of Information Act 2000.

Planning Performance Agreements are by agreement only, there is no obligation on either party (council or applicant) to enter into one. If the terms of a draft agreement cannot be agreed or cannot be resourced, then we (the council) reserve the right to not enter into one (as is your right also). Such a scenario is highly unlikely however and considered exceptional.

A Planning Performance Agreement will commit the council to a level of service and associated process only; it will not, and cannot, commit the council to a particular outcome.





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